DOCUMENT RESUME

ED 395 181 CE 071 635

AUTHOR Rogers, Roxanne S.
TITLE Get a Job You Love.
REPORT NO ISBN-0-7931-1532-9
PUB DATE 96
NOTE 270p.
AVAILABLE FROM Dearborn Financial Publishing, Inc., 155 North Wacker Drive, Chicago, IL 50606-1719 ($19.95).
PUB TYPE Books (010)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Career Change; *Employment Interviews; *Employment Opportunities; Guides; Job Applicants; Job Application; *Job Search Methods; Personnel Selection; *Resumes (Personal); Unemployment

ABSTRACT

This book is designed to be a comprehensive, step-by-step guide through the maze of the hiring process, showing readers how to be successful job seekers and get a job they love. Chapter 1 assists in determining if readers want a career change and helps them discover what career or range of careers would allow them to satisfy personal career needs. Chapter 2 helps readers understand how the hiring process really works. Chapter 3 is designed to assist readers in creating a resume to present the benefits they can bring to a company. Chapter 4 focuses on connecting with the companies that need certain skills--how to identify and locate potential job opportunities. Chapter 5 describes how readers can present their skills as benefits in the cover letter to the hiring manager. Chapter 6 provides practical, winning strategies for making a great impression the first time and every time in job interviews. Chapter 7 focuses on follow-up communications that win the job. Chapter 8 discusses coping with job loss and getting back on track. Chapter 9 discusses special considerations for first-time job seekers. Appendixes include sample resumes and an index. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****